

M S P

MANAGERIAL SELECTION PROCESS

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **DESIGN OFFICE CHIEF (SHOPP OFFICE)
DIVISION OF DESIGN NORTH**

SALARY: **\$8955 - \$9878**

LOCATION: **DISTRICT 4 – OAKLAND**

FINAL FILING DATE: **MAY 14, 2013**

DUTIES/RESPONSIBILITIES

Under the general direction of the District Division Chief, the incumbent serves as the Design Office Chief of the State Highway Operations and Protection Program (SHOPP) Office in the Division of Design North. The incumbent will manage and monitor projects in his/her office for successful delivery of SHOPP projects based on scope, schedule, and budgetary resources while following policies and practices governed by Caltrans and participating agencies. Projects assigned to this office are primarily SHOPP projects, but may include oversight projects. Managing responsibilities include, but are not limited to:

- As the primary level Task Manager, the incumbent is responsible for directing and coordinating the development of design plans within scope, schedule, and budgets established for each assigned project to his/her office; reviews or directs the review of engineering documents; and manage preparation of specifications, proposals and contracts to assure product quality and compliance to standards and specifications governed by Caltrans and participating agencies. The incumbent is responsible for the total quality management of the projects assigned to his/her office, and for the preparation of initiation documents such as, Project Scope Summary Reports, Project Reports, and Plans, Specifications and Estimates (PS&Es), as well as securing environmental clearances. When necessary, the incumbent will make or direct special studies and investigations; participate in the development of changes in policies, programs, and/or standards and concepts. Additionally, as the Design Office Chief, the incumbent will manage and supervise his/her staff, and is expected to handle difficult technical and/or administrative problems that the office and other functional areas may encounter.
- From initiation through construction, the incumbent is responsible for decisions, actions, and consequences inherent in the planning, organizing, directing and monitoring of design activities necessary to deliver large complex transportation SHOPP projects under the Division of Design North. This includes involvement in the determination of the scope of work, agreements and commitments with both external stakeholders (e.g. cities, regional planning agencies, regulatory agencies) and internal functional units to establish project scope, work-plans, coordinate necessary project activities, setting priorities and allocating project resources assigned for the responsible task. The incumbent may serve as the chief spokesperson within Caltrans and to various external agency groups, including federal, other state, regional and local transportation and regulatory agencies.
- The incumbent is responsible to provide adequate staff supervision, identify training needs for the office, and ensure that timesheets and Individual Development Plans are completed on a timely basis. He/she is responsible to uphold all Departmental policies and take appropriate actions as necessary.
- The incumbent may serve as the primary design liaison on brokered projects. He/she is expected to assist in resolving any coordination or design issues between the districts that could jeopardize the successful delivery of the brokered projects.
- The incumbent may be required to develop creative ways to accelerate the delivery of SHOPP projects. This will include an analysis of what is being done elsewhere in the State, efforts to maximize available resources and liaison with the Headquarter Office Engineer and the District Construction Division regarding streamlining plans and specifications or processes.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidates demonstrated:

- Ability to communicate effectively, both orally and in writing; includes group presentations and effective negotiating skills.
- Knowledge and experience in supervisory and management skills and responsibilities including workload balancing, employee safety, employee development, equal employment opportunity policies and employee conduct and discipline.
- Ability to initiate and maintain working relationships with internal and external partners and customers, participate in public forums representing the Department; and serve in a consulting and coordinating capacity with other departmental functional areas.
- Ability to interpret and implement the Department's mission and goals while leading a staff towards completion of tasks and project on schedule and within the budget.
- Ability to resolve complex issues requiring coordination and concurrence of Caltrans headquarters personnel and Caltrans external partners.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), (Statement of Qualifications, and interview will be used to rate candidates). Only the most qualified applicants will be invited to interview. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the following MSP number: 13MSP17.**
- Faxed or emailed applications will not be accepted.
- A Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 was enacted to permit persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **May 14, 2013**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Kelly Albrecht (13MSP17)
1727 30th Street, MS-90
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Kelly Albrecht at (916) 227-7512.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, 1727 30th Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users may contact the California Relay Service at 711.